

**EMERGENCY PERMITS**  
Single Subject, Multiple Subject,  
Single Subject with CLAD or BCLAD Emphasis  
Multiple Subject with CLAD or BCLAD Emphasis and  
Education Specialist

The Emergency Permits described in this leaflet are only available at the request of an employer. **Applicants may not apply directly to the Commission for these documents.** If you wish to seek employment based upon an emergency permit, please contact your prospective employer for more information. **Effective January 1, 1998, emergency permits described in this leaflet may be reissued to an applicant a maximum of four times authorizing a maximum of five years of service.**

**USING THIS LEAFLET**

The employer and the applicant must meet both the general and specific requirements (described below and on the following pages) as prerequisites for issuance of Emergency Permits.

**GENERAL REQUIREMENTS FOR ISSUANCE OF EMERGENCY PERMITS:**

- (1) Possession of a baccalaureate or higher degree from a regionally accredited college or university;
- (2) Passage of the California Basic Educational Skills Test (CBEST), unless exempted by statutes or regulations;
- (3) Completion of the requirements for the specific permit as described below;
- (4) Submission of a complete application packet, including payment of the fee(s) and other documents required to verify completion of all requirements for the specific emergency permit, to an employing agency;
- (5) Submission of Livescan Service form (41-LS) or two fingerprint cards (FD-258), **and** the Character and Identification Clearance form (41-CIC), if the applicant does not already have fingerprint clearance on file with the Commission; and
- (6) The employing agency must have on file with the Commission an annual Declaration of Need for Fully Qualified Educators.

**ADDITIONAL INFORMATION:**

- (1) The employing agency must provide orientation, guidance and assistance when an individual obtains, for the first time, any of the emergency teaching permits described in this leaflet. The employing agency may vary the nature, content and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. It shall include, but not be limited to, an overview of all of the following topics:
  - (a) the curriculum that an emergency permit teacher is expected to teach;
  - (b) effective techniques of classroom instruction at the emergency permit teacher's assigned level: preschool, elementary, middle, secondary, or adult education; and
  - (c) effective techniques of classroom management at the emergency permit teacher's assigned level: elementary or secondary.To the extent reasonably feasible, the orientation to teaching shall occur before the emergency permit teacher begins his or her teaching assignment.
- (2) The employing agency will assign an experienced educator to guide and assist each holder of an emergency teaching permit described in this leaflet. The experienced educator shall be a certificated employee of the employing agency, or a certificated retiree of a California school district or county office of education; and have completed at least three years of full-time classroom teaching experience.
- (3) Emergency permits are valid for one year.
- (4) Teaching or service authorized by an emergency permit (except the 30-Day Substitute Permit) is restricted to schools operated by the employing agency that requested the permit.

## **REQUIREMENTS FOR REISSUANCE OF EMERGENCY TEACHING PERMITS:**

- (1) Submission of a complete application packet, including payment of the fee(s) and other documents required to verify completion of all requirements for the specific emergency permit;
- (2) For the first reissuance only, verification by the employing agency that orientation, guidance and assistance have been provided for holders of emergency teaching permits. For every reissuance after, verification by the employing agency that guidance and assistance have been provided for holders of emergency teaching permits; and
- (3) For the first reissuance only:
  - (a) an evaluation by a Commission-accredited professional preparation institution identifying requirements the emergency permit holder must complete to be eligible for the related credential; and
  - (b) verification that holders of the Emergency Multiple Or Single Subject Teaching Permits, Emergency Multiple Or Single Subject Teaching Permits with either a CLAD or BCLAD emphasis and the Emergency Education Specialist Instruction Permit have completed one of the following:
    - 1) verification by the applicant of having taken the appropriate subject matter examination(s) if the holder has not completed the subject matter knowledge requirement prior to applying for the permit, or
    - 2) completion of at least six semester units or nine-quarter units of approved course work (with a grade of "C" or better) in a Commission-accredited professional preparation program or subject matter program required for issuance of the related credential. The course work must be completed after the issuance date of the emergency permit that is being reissued and prior to the requested reissue date of the permit. The appropriate college or university must verify the course work, or
    - 3) completion of a minimum of ninety hours of professional development activities that are directly related to the subject or class authorized by the emergency permit if the applicant is employed by an employing agency with a Plan to Develop Fully Qualified Educators which has been approved by the Commission.
- (4) For all subsequent reissuances completion of at least six semester units or nine-quarter units of approved course work (with a grade of "C" or better) in a Commission-accredited professional preparation program or subject matter program required for issuance of the related credential. The appropriate college or university must verify this.
- (5) The employing agency must have on file with the Commission, an annual Declaration of Need for Fully Qualified Educators.

## **SPECIFIC REQUIREMENTS FOR INITIAL ISSUANCE:**

### ***Multiple or Single Subject Teaching***

The Emergency Multiple Subject Teaching Permit authorizes the holder to teach self-contained classes, such as those generally found in elementary schools.

The Emergency Single Subject Teaching Permit authorizes the holder to teach departmentalized courses within the authorized field or fields named on the document, such as those generally found in the middle and high schools.

The subjects which may be listed on an Emergency Single Subject Teaching Permit are as follows: Agriculture, Art, Business, English, Health Science, Home Economics, Industrial and Technology Education, a Language Other Than English (specify), Mathematics, Music, Physical Education, Science: Biological Sciences, Science: Chemistry, Science: Geosciences, Science: Physics, and Social Science.

- (1) The applicant must provide written intent to complete the requirements for reissuance of the permit during the valid period of the permit.
- (2) The applicant must verify one of the following:
  - (a) Passage of the appropriate subject matter examination(s) approved by the Commission for the related credential; or
  - (b) Successful completion of the specified number of semester units, or equivalent quarter units, (with a grade of "C" or better) of appropriate course work taken at a regionally accredited college or university as follows:
    - 1) for the Emergency Multiple Subject Teaching Permit, at least 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three subject areas and an additional 10 semester units in a combination of two of the remaining subject areas. The subject areas are as follows: language studies, history, literature,

humanities, mathematics, the arts, science, physical education, social science, and human development; or

- 2) for the Emergency Single Subject Teaching Permit, at least 18 semester units, or nine upper division or graduate semester units of course work in the subject to be taught. For an emergency permit in one of the science subjects, more than half of the units must be in the specific area of concentration.

***Emergency Multiple or Single Subject Teaching Permit with a Crosscultural, Language and Academic Development (CLAD) Emphasis***

The Emergency Multiple Subject Teaching Permit with a CLAD Emphasis authorizes the holder to teach self-contained classes, to limited-English-proficient students in English.

The Emergency Single Subject Teaching Permit with a CLAD Emphasis authorizes the holder to teach departmentalized courses within the authorized field or fields named on the document to limited-English-proficient students in English.

Holders of these permits also are authorized to teach English language development (also known as English as a Second Language or ESL) in preschool, in grades K-12, and in classes organized primarily for adults.

- (1) The applicant must provide written intent to complete the requirements for reissuance of the permit during the valid period of the permit.
- (2) The applicant must verify one of the following:
  - (a) passage of the appropriate subject matter examination(s) approved by the Commission for the related credential; or
  - (b) successful completion of the specified number of semester units, or equivalent quarter units, (with a grade of "C" or better) of appropriate course work taken at a regionally accredited college or university as follows:
    - 1) for the Emergency Multiple Subject Teaching Permit, at least 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three subject areas and an additional 10 semester units in a combination of two of the remaining subject areas. The subject areas are as follows: language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development; or
    - 2) for the Emergency Single Subject Teaching Permit, at least 18 semester units, or nine upper division or graduate semester units of course work in the subject to be taught. For an emergency permit in one of the science subjects, more than half of the units must be in the specific area of concentration.

***Multiple or Single Subject Teaching with Bilingual Crosscultural, Language and Academic Development (BCLAD) Emphasis***

The Emergency Multiple Subject Teaching Permit with BCLAD Emphasis authorizes the holder to teach self-contained classes, such as those generally found in elementary schools, to limited-English-proficient students in English or in the target language named on the document.

The Emergency Single Subject Teaching Permit with BCLAD Emphasis authorizes the holder to teach departmentalized courses within the authorized field or fields named on the document, such as those generally found in the middle and high schools, to limited-English-proficient students in English or in the target language named on the document.

Holders of these permits are also authorized to teach primary language development (e.g., instruction designed for limited-English-proficient students to develop listening, speaking, reading, and writing skills in the target language listed on the permit), and English language development (also known as English as a Second Language, or ESL), in preschool, in grades K-12, and in classes organized primarily for adults.

- (1) The applicant must provide written intent to complete the requirements for reissuance of the permit during the valid period of the permit.
- (2) The applicant must verify one of the following:
  - (a) Verification of target-language proficiency by one of the following:

- 1) passage in the target language of the listening and speaking sections of Test 6 of the CLAD/BCLAD Examinations, or the oral language component of the Bilingual Certificate of Competence (BCC) examination, or
  - 2) passage in the target language of an assessment covering oral language proficiency, both listening and speaking, administered by a California college or university as a part of its Commission-approved BCLAD emphasis program, or
  - 3) passage in the target language for which the Commission has no BCLAD Test 6 of an assessment covering oral language proficiency, both listening and speaking, performed by an approved organization pursuant to Education Code Section 44253.5(a), or
  - 4) possession of a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally accredited institution of higher education in the United States.
- (3) Verification of subject-matter competence by one of the following:
- (a) Passage of the appropriate subject matter examination(s) approved by the Commission for the related credential; or
  - (b) Successful completion of the specified number of semester units, or equivalent quarter units, (with a grade of "C" or better) of appropriate course work taken at a regionally accredited college or university as follows:
    - 1) for the Emergency Single Subject Teaching Permit with a BCLAD Emphasis, at least 18 semester units, or nine upper division or graduate semester units of course work in the subject to be taught; or
    - 2) for the Emergency Multiple Subject Teaching Permit with a BCLAD Emphasis, at least 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three subject areas and an additional 10 semester units in a combination of two of the remaining subject areas. The subject areas are as follows: language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.

### ***Emergency Education Specialist Instruction Permit***

The Emergency Education Specialist Instruction Permit authorizes the holder to teach in the area of specialization listed on the permit in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic schools and agencies, and resource rooms. Areas of specialization which may be listed on this permit include:

Mild/Moderate Disabilities (M/M),  
 Moderate/Severe Disabilities (M/S),  
 Deaf and Hard of Hearing (DHH),  
 Visual Impairments (VI),  
 Physical and Health Impairments (PHI), and  
 Early Childhood Special Education (ECSE).

- (1) The applicant must provide written intent to complete the requirements for reissuance of the permit during the valid period of the permit.
- (2) The applicant must verify one of the following:
  - (a) possession of a valid California teaching credential requiring a baccalaureate degree and a professional preparation program, including student teaching; or
  - (b) possession or eligibility for an out-of-state credential in special education requiring a baccalaureate degree, and completion of a program approved by the responsible state licensing agency at a regionally accredited institution; or
  - (c) a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students in a public school or in a state certified nonpublic school or agency with students in the age range of the authorization being requested; or
  - (d) a minimum of nine semester units of course work (with a grade of "C" or better) in special education or in a combination of special education and regular education that are appropriate to a special education or regular education teaching credential.

## **CALIFORNIA BASIC EDUCATIONAL SKILLS TEST**

The California Education Code and Title 5 Regulations specify that every applicant for a credential, certificate or permit to serve in the public schools of California must verify basic skills proficiency by obtaining a passing score on the California Basic Educational Skills Test (CBEST) before the credential, certificate or permit will be issued.

The CBEST serves two purposes in addition to certification. First, it may be required as a condition of employment. Applicants should contact the school district where they are considering employment for more information about this requirement. Also, the CBEST must be taken for diagnostic purposes prior to the final deadline for application for admission to a teacher preparation program. Contact the college or university education department for more information about this requirement.

Individuals only need to pass the CBEST once; CBEST passing scores remain valid indefinitely for all credential and employment purposes. To pass the CBEST one must obtain a minimum scaled score of 41 in each of the three sections (reading, writing and mathematics). However, a section score as low as 37 is acceptable if the total scaled score is at least 123. Any or all sections of the CBEST can be repeated as many times as necessary to obtain a passing score, but the full registration fee is charged for each test administration.

Applicants for the following documents are exempt from the CBEST requirement:

1. Renewal, reissuance, or upgrading of existing credentials, certificates, or permits;
2. An additional credential, certificate, or permit to teach when the applicant holds a non-emergency California teaching document which required a bachelor's degree;
3. Credentials issued solely for teaching adults in apprenticeship programs;
4. Those Designated Subjects Credentials for which a bachelor's degree is not required;
5. Certificates of Clearance;
6. Children's Center Instruction Permits, Child Development Permits and Special Center Permits; and
7. Health Services Credentials, unless the document also authorizes teaching.

Applicants for the following documents may serve on a credential for one year pending the passage of CBEST:

1. Exchange Credentials; and
2. One-Year Nonrenewable (OYNR) Credentials. This credential may be issued to applicants who have completed their professional training outside of California and who have met all of the requirements for an initial California credential or permit except for a passing score on the CBEST. Applicants for the OYNR credential must submit a completed application packet through a California school district or county office of education that must include written verification that (1) the district or county cannot find a fully credentialed person to fill the open position, or one or more credentialed persons are available but do not meet the specified employment criteria for the open position, (2) they have offered employment to the credential applicant, and (3) the applicant has passed a basic skills test developed by the district or county. The district basic skills test does not replace the CBEST, which must still be taken and passed during the first year of employment.

The CBEST Registration Bulletin provides comprehensive information and instructions on test registration and administration processes. It is available at many school district and county education offices, testing offices or education department offices at California colleges or universities offering Commission-approved subject-matter or teacher preparation programs, or from the:

CBEST Program  
National Evaluation Systems, Inc.  
P.O. Box 340880  
Sacramento, CA 94834-0880  
(916) 928-4001  
(TDD): (916) 928-4191

# CALIFORNIA BASIC EDUCATIONAL SKILLS TEST (CBEST)

## Sources for CBEST Information:

### Credentialing Requirements:

California Commission on Teacher Credentialing  
Box 944270  
Sacramento, CA 94244-2700  
Phone: (916) 445-7254, or (888) 921-2682

Internet address: **[www.ctc.ca.gov](http://www.ctc.ca.gov)**  
E-Mail Address: **[credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)**  
(Please include postal address in e-mail messages)

### Administration of CBEST:

CBEST Program  
National Evaluation Systems, Inc.  
P.O. Box 340880  
Sacramento, CA 95834-0880  
(916) 928-4001  
(TDD) 928-4192

Internet address: **[www.cbest.nesinc.com](http://www.cbest.nesinc.com)**

## Fees for 2000-2001:

**Fee for Regular Registration for any or all sections of the CBEST ..... \$40**

### **Fees for Additional Services:**

- Change of Registration (test date, test area).....\$15
- Late Registration (in addition to the regular registration fee).....\$20
- Emergency Registration (in addition to the regular registration fee).....\$40
- Score Verification: Reading and Mathematics sections. ....\$20
- Score Report Reprints ..... per report \$15

## CBEST 2000-2001 Registration Schedule

<b>Test Date (Saturday morning)</b>	<b>Postmark Deadline for Regular Registration</b>	<b>Late Registration Period</b> (by phone only; requires an additional \$20 fee)	<b>Emergency Registration Period</b> (by phone only; requires an additional \$40 fee)	<b>Score Report Mailing Date</b>
April 15, 2000	March 17, 2000	March 20 – April 4, 2000	April 5 – 11, 2000	May 12, 2000
June 10, 2000	May 12, 2000	May 15 – 30, 2000	May 31 – June 6, 2000	July 7, 2000
August 5, 2000	July 7, 2000	July 10 - 25, 2000	July 26 - August 1, 2000	Sept. 1, 2000
October 7, 2000	Sept. 8, 2000	Sept. 11 - 26, 2000	Sept. 27 - Oct. 3, 2000	Nov. 3, 2000
December 2, 2000	Nov. 3, 2000	Nov. 6 - 21, 2000	Nov. 22 - 28, 2000	Jan. 5, 2001
February 10, 2001	Jan. 12, 2001	Jan. 16 - 30, 2001	Jan. 31 - Feb. 6, 2001	March 9, 2001
April 7, 2001	March 9, 2001	March 12 - 27, 2001	March 28 - April 3, 2001	May 4, 2001
June 9, 2001	May 11, 2001	May 14 - 29, 2001	May 30 - June 5, 2001	July 6, 2001